



Trustees' Meeting

Jevons Room, UCL
13.30-16.30, 25th February 2015

Action points

Attending

Nancy Bell (**NB**), Head of Collection Care, The National Archives (co-Chair)
Anna Buelow (**AB**), Acting Head of Conservation and Scientific Research, British Museum (observer)
Gill Campbell (**GC**), Head of Environmental Studies, English Heritage
Deborah Cane (**DC**), Manager of Conservation and Collections Management, Birmingham Museums Trust (observer)
Professor May Cassar (**MC**), Director Institute of Sustainable Heritage, UCL (co-Chair)
Mary Davies (**MD**), Principal Analytical Services Officer, National Museum of Wales
Dr Christina Duffy (**CD**), Conservation Imaging Scientist, The British Library
David Howell (**DH**), Head of Conservation Research, Bodleian Library, Oxford University (by 'phone)
Dr Ewan Hyslop (**EH**), Head of Sustainability, Research and Technical Education, Historic Scotland
John Jackson (**JJ**), Science Policy Adviser, Natural History Museum (joined at 13.50)
Dr Pip Laurenson (**PL**), Head of Collection Care Research, Tate
Katy Lithgow (**KL**), Head Conservator, National Trust (by 'phone)
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces
Professor David Watkinson (**DW**), Professor (Conservation), Cardiff University

Apologies

Dr Edward Impey (**EI**), Director, Royal Armouries
Alison Richmond (**AR**), Chief Executive, ICON
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland

In attendance

George Gawlinski (**GG**), Planning Together Associates (Facilitation and Chairing)
Caroline Peach (**CP**), Development Director, National Heritage Science Forum
Sandy Ryan (**SR**), Freelance Consultant

No	Minutes of Meeting of 25 February 2015	Action
1.	Welcome and apologies	
1.1	<p>The meeting started at 13.40</p> <p>May Cassar welcomed all to the meeting and introduced George Gawlinski (GG), describing his role over the forthcoming year in guiding the development of NHSF's governance and structure in preparation for the recruitment of a new Chair.</p> <p>It was agreed that GG would Chair this meeting.</p> <p>GG reminded trustees of the discussions at the December trustee meeting that had identified the uniting factor for NHSF members as the organisation's role in championing the cause of heritage science to result in increased profile, place and resources for heritage science.</p>	
1.2	Apologies were recorded as above.	
2.	Minutes and matters arising	
2.1	<p>Minutes of 9 December 2014</p> <p>The minutes were agreed with one correction to item 4.0.1</p>	
2.2	<p>Matters arising from minutes of 9 December 2014</p> <p>There were no matters arising that were not covered as part of the agenda.</p>	
3.	Declarations of interest and monitoring private benefits to non charitable organisations or individuals	
3.1	Trustees were not aware of any conflicts of interest or benefits received.	
4.	Development Director report	
4.1	<p>Paper circulated in advance: <i>4_2015 02 25 DD Report</i></p> <p>It was agreed that the NHSF's responses to the 2014 BIS consultations should be added to the NHSF website.</p>	CP
4.2	It was agreed that the NHSF's potential contribution to Heritage 2020 should be followed up by contacting Mike Heyworth.	CP
4.3	It was agreed that leaflets should be made available to studios providing tours as part of the Adapt & Evolve conference.	CP
5.	Draft budget	
5.1	<p>Paper circulated in advance: <i>5_NHSF_DraftBudget_2015-16_v0.1</i></p> <p>Trustees approved the draft budget for 2015-16.</p>	
5.2	It was agreed that the budget should be re-forecast at the end of the first quarter if definition of working group activities necessitated it.	

5.3	Trustees agreed to authorise the three working groups and executive group to spend according to the levels identified in the budget without further referral to the Board.	
5.4	Trustees agreed that the working groups and executive group should be able to request the Board's agreement for further funds if necessary.	
6	Risk register - framework	
6.1	A risk register framework was tabled identifying the major categories of risk for NHSF. NB to email document to CP.	NB
6.2	Trustees to review the framework and email NB if there are other categories to be added.	All
6.3	It was agreed that the risk register would be reviewed and scored at the June Board meeting.	NB, All
7	Updated potential members	
	The following paper was circulated in advance: <i>7_PotentialMembers_Updated 2015 02 13</i>	
7.1	Imperial: the conversation is ongoing and will be continued after this meeting.	NB
7.2	Courtauld: NB to follow up conversation with trustee. PL to maintain contact with Gareth Thomas (Tate and the Courtauld have collaborative work in progress).	NB, PL
7.3	GC has got agreement for Historic England to join from 1 st May 2015.	GC
7.4	Trustees noted a gap in membership of organisations in and around Yorkshire. CV to approach Bradford University.	CV
7.5	Cambridge University: Still committed to joining but not until new membership year. CP to approach at end of April.	CP
7.6	University of Glasgow: It was reported that although Heritage Science takes place across several different departments there was currently no collective willingness to pay the membership fee. It was observed that re-charging across departments is difficult. In such situations one department needs to take the lead and be responsible for paying the fee; and communicate the benefits of membership through internal networks.	
7.7	Museum of London: Rob Payton and Helen Ganiaris were identified as contacts.	
7.8	Durham University: Approaches could be made through contacts at the archaeology department (MD) , the chemistry department (DH) and the Vice Chancellor (MC).	MC, MD, DH
8.	NHSF's contribution to Science Week	
	March's British Science Week and September's Science Festival were discussed.	

<p>8.1</p>	<p>Trustees agreed that NHSF’s engagement with British Science Week should take the form of a blog to raise awareness of heritage science and the diversity of the work of heritage scientists. The blog posts should take place using a tag or slogan. It was agreed that a template should be created to ensure consistency amongst blog posts including blogging guidelines, for example, consistent reference to ‘heritage science’.</p> <p>Trustees agreed to send blog posts or contact details of people willing to blog to CP/SR.</p>	<p>JJ, SR, CP</p> <p>All</p>
<p>8.2</p>	<p>The British Museum holds ‘Science Saturday’ as part of Science Week. CP to contact AB about making NHSF leaflets available.</p>	<p>CP</p>
<p>8.3</p>	<p>EH to contact the University of Bradford to discuss Science Festival activities. The use of a journalist to help NHSF achieve a greater profile for heritage science during the Science Festival was agreed.</p>	<p>EH</p>
<p>9.</p>	<p>NHSF transitional year</p>	
<p>9.1</p> <p>9.2</p> <p>9.2.1</p> <p>9.2.2</p>	<p>Papers circulated in advance: <i>9.1_2015 02 25_ NHSF 2015_v0.2</i> <i>9.2_Fund raising campaigns</i> <i>9.3_NHSF abstract platform</i></p> <p>GG summarised the progress made at the December Board meeting which saw agreement for the work emanating from the 6 working groups that operated in 2014-15 to be absorbed into the three ‘Grand Challenge’ themes proposed for 2015-16 and beyond:</p> <ol style="list-style-type: none"> 1. Policy 2. Partnerships and networks (collaboration) 3. Resource-sharing <p>Two complementary pieces of work have since been carried out:</p> <p>9.2.1 1. Identification of areas of focus for fund raising campaigns Paper: <i>9.2_Fund raising campaigns (MC)</i> Three areas of activity are described: Policy campaign, Partnership campaign, Resource-sharing campaign. Trustees were asked to prioritise amongst the three areas and identify one to take forward in 2015-16. It was agreed that all areas needed to be addressed; that the activities would require different levels of resource; and some might be achieved through the working groups. Working groups to map out activities and timescale associated with relevant campaign.</p> <p>9.2.2 2. Proposal for the development of a platform for information-sharing (research outcomes) Paper: <i>9.3_NHSF abstract platform (NB)</i> An opportunity exists for NHSF to lead on the dissemination of research outcomes through the development of a shared publication platform (e.g. abstracts online). Such a platform would support the translation of research to informing practice and policy. Subscription based models exist in other industries that could be explored for heritage science.</p>	<p>Working groups</p>

	Trustees were asked to agree a sum of money for the development of a business case to support this proposal. No decision on this was reached. It was agreed that the proposal delivered against the 'Partnership' Grand Challenge theme and that the proposal should be considered further by the Partnership working group.	NB, JJ
9.3	Goals, membership and management of three working groups and executive group Paper: <i>9.1_2015 02 25_ NHSF 2015_v0.2</i> Trustees agreed co-chairs for each of the three working groups as follows: 1. Policy – MC and EH 2. Partnerships and networks – NB and JJ 3. Resource-sharing – GC and KL Trustees worked in three groups to further define the objectives of the groups and to identify individuals who would form part of the groups from within the Board of Trustees and externally. CP to contact co-chairs of each group to summarise objectives and identify participants.	CP
9.4	Executive group The trustees agreed: – The role of the Executive Group is to progress the business functions of the charity separately from the working group activities. – The Executive Group is to have a dual focus: on governance issues (risk, use of finance, use of internal resource), and coordination and enabling of the working group activities. – The composition of the group is Co-chairs, Treasurer, AR (subject to her agreement) and one of the co-chairs of the working groups as needed.	CP/AR
9.5	It was agreed that liaison between the working groups and the Executive Group should take place through the Development Director in the first instance, or through NB as Co-Chair.	
9.6	It was agreed that the trustees would move to hold fewer meetings of the full Board. The next full Board meeting was agreed as June 23 rd 2015 at The National Archives and the one after that to be The dates of 21 st April and 29 th September which had previously been agreed as trustee meetings could now be used by the working groups if needed.	CP Working groups
10	Any other business	
10.1	ICCROM – NB has asked for detail about how they would like NHSF to support them but has yet to receive a reply.	
10.2	AR has worked with The Art Newspaper to feature an article in the March issue on conservation enabling access in the run up to the Maastricht Art Fair.	
10.3	The Wikipedian in Residence at the Royal Society of Chemistry is interested in talking to NHSF about the potential for training members in using and editing Wikipedia. NB to explore further.	NB

10.4	NB has been invited to give a keynote address at the SEAHA student conference on 14-15 July. Trustees agreed that NHSF should endorse the conference.	NB CP
10.5	Recruitment of NHSF Chair – aim to recruit by the autumn AGM. Trustees to think creatively about who has the capacity and ability to promote NHSF at top level.	All
10.6	MC's term as Director of the Science and Heritage Programme will end in May. MC has started an Impact Fellowship at BIS and is exploring the possibility of raising the profile of heritage science at BIS, for example through the use of their 'spotlight' gallery.	MC
10.7	The European Association for Archaeologists will hold their conference in Glasgow in September this year. The conference includes a science and archaeology session covering a number of themes. Trustees agreed it would be valuable for NHSF to have a presence at the conference.	GC, EH, CP
11	Dates of next meetings	
	23 rd June 2015, 13.30-16.30, The National Archives (full Board meeting) 29 th September 2015 (meeting of working groups subject to confirmation by working group chairs) 18 th November 2015 (full Board meeting and AGM) The meeting finished at 16.05	

Appendix – Action Log

Date of minutes	No.	Action	Responsible
10 December 2013	3.5	Options for secure online storage to be summarised and circulated. CP to test options.	CP
10 February 2014	4.3.3	Skills audit of current trustees. AR to identify skills areas. CP to find template.	AR, CP
10 February 2014	5.1	MC to approach DCMS to investigate re-use of DCMS information on use of grey literature.	MC
10 February 2014	5.1	MC to investigate timescale for Research Council's publication of report on funded science and heritage projects, and whether the report will be available to share.	MC
09 April 2014	4.3	Update website registration details with the Nominet registry	CP
09 April 2014	4.7.2	MC to approach the past president of the RSC about: <ul style="list-style-type: none"> • its intention to compile a list of specialists who can provide services in heritage science • promotion of NHSF at the RSC conference • forthcoming RSC special issues of relevance to an NHSF submission or insert 	MC
09 April 2014	7.3	ACE report 'The value of arts and culture to people and society'. The report cited a lack of research into science and technology, and environment and sustainability. SS to write to Sir Peter Bazalgette and Hedley Swain to highlight the NHSS evidence base and to build links between ACE and NHSF.	SS

23 June 2014	6.2.3	Events group: Investigate the London event being planned by BSA/RSC.	JJ
16 Sept 2014	5.2.2	CP to contact Nick Poole about establishing a social media network to support awareness-raising campaigns.	CP
16 Sept 2014	5.3.4	Cardiff University to be provided with login access to Kit-Catalogue	CP
16 Sept 2014	5.3.6	Trustees to review presentation for use within member organisations and send comments to NB. NB to finalise the presentation with the assistance of a designer.	All NB
11 Nov 2014	2.2	Contact Unity Bank as potential alternative banking provider	CP
11 Nov 2014	7.1.4	The first three paragraphs of the MoU around sharing equipment are to be drafted.	GC
9 Dec 2014	4.0.4	JJ to monitor Research Fortnight for mention of NHSF	JJ
9 Dec 2014	5.3	A sum of £1000 to contract an external provider (e.g. person with science journalism background) to see what value they could deliver in gaining profile, particularly at Science Festival was agreed in principle, subject to the preparation of a brief and timetable. JJ and EH to draft brief and identify action plan of who needs to do what by when.	JJ, EH

-End-